

City of San Diego
ENVIRONMENTAL SERVICES DEPARTMENT



RULES AND REGULATIONS FOR FACILITY USE

1. A Usage Agreement must be filled out and approved by the Environmental Services Department Facility Coordinator. Reservations may be made at a maximum of 60 days prior to the day of the event. Please notify the Facility Coordinator to ensure availability at (858)492-5037.
2. The event/activity contact person responsible for the use of the Facility must sign the Usage Agreement. All reservations are subject to change in the event that the Facilities may be needed for ESD purposes.
3. The Facilities are available for use during ESD's normal hours of operation (M-F, 8:00 a.m. to 5:00 p.m.). Special permission to use the Facilities outside the normal hours of operation may be requested from the Facility Coordinator. Applicable fees may be charged to cover staff overtime fees.
4. The Facility Coordinator must be given at least one (1) week advanced notice of cancellations and/or changes pertaining to this Usage Agreement. If the applicant fails to notify the Facility Coordinator of cancellations and/or changes one (1) week prior to the scheduled event, then all fees and deposits will be forfeited.
5. The event/activity contact person will assume the responsibility of setting up and taking down tables and chairs needed for the event. Arrangements should be made with the Facility Coordinator to arrive early to set up the room. Please make sure that the room is returned to its original setting once the event is over.
6. All groups using the Facility will assume the responsibility of leaving them in a clean condition. A fee will be charged if the Facility is found to be in poor condition after an event has taken place. A cleaning deposit is applicable to all non-City departments (unless waived by the ESD) at the time of reservation. City departments/agencies are requested to submit a job order number. If the Facility is found to be in poor condition or have damages before it is used, please notify the Facility Coordinator immediately otherwise your group will be held responsible.
7. Additional equipment borrowed (i.e., overhead projector, slide projector, etc.) should be handled carefully and maintained reasonably. A fee to the sponsor of the event will be applicable if equipment is damaged or lost.
8. Groups using the Facility **MUST** bring their own office supplies. Make sure that dry erase markers are used on white boards.
9. Food and beverages will not be allowed in the auditorium or training room without prior approval of the Facility Coordinator.
10. Arrangements to use the kitchen should be made with the Facility Coordinator. Employees of the Environmental Services Department shall maintain their privilege to use the kitchen at all times.
11. **FOR CATERED EVENTS:** Caterers must provide and utilize recycling collection containers for cans and bottles.
12. No alcoholic beverages are allowed within the Facility or its grounds.
13. Event/activity signs must be computer generated (8½ x 11, portrait). No hand written signs allowed.
14. Do NOT remove the tables from the exhibit hall display area.
15. **EVENT PARKING:** Visitor's parking is NOT to be used by event participants. Make sure the participants know to park in the City Permit Parking Areas or those areas designated on the map.